

# PROFESSIONAL DEVELOPMENT PLAN

C4

## Professional-Technical Education Personnel

Date: \_\_\_\_\_, \_\_\_\_ To \_\_\_\_\_, \_\_\_\_

This Professional Development Plan shall be developed by you, the professional-technical education professional, with the concurrence of your employer or supervisor and an approved Occupational Teacher Educator, as indicated by signatures below. The plan shall be developed during the validity of the initial year of certification and updated with each certificate renewal. It shall be filed with the Professional-Technical Certification Office, PO Box 83720, Boise, ID 83720-0095.

Name:		SS#	
Home Address:		Phone:	
Current Position:			
Work Address:		Phone:	
Current credential(s) held:			
Credential(s) sought:			
Professional Development Plan Goal Statement:			
ACTIVITY PLANNED: (See next page for suggested activities) Course/Workshop/Seminar	Location of Activity/University	Date(s) Planned	Credit/Clock Hours
INDUSTRY EXPERIENCE/OTHER			
Local Supervisor:		Professional-Technical Teacher Educator:	
Title:		Institution:	
Institution:		Teacher Educator's Signature:	
Supervisor Signature:		Date:	
Your Signature:		Date:	
Received by the Professional-Technical Certification Office, SDPTE, on Date:			
REVISIONS TO THIS PROFESSIONAL DEVELOPMENT PLAN MAY BE MADE AT ANY TIME. MAKE NOTE OF CHANGES ON THIS SHEET AND SEND A COPY TO THE COORDINATOR FOR PROFESSIONAL-TECHNICAL CERTIFICATION AT THE ADDRESS SHOWN ABOVE.			

Revised 6-99

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## INDIVIDUALIZED NEEDS ASSESSMENT

Identified below are topic areas that might be identified as areas of personal need. Some of these areas might relate to a specific class, workshop, or seminar that is available to professional-technical education professionals. Read through the list and check those areas that are of interest or meet personal needs. Use this information to assist in developing your professional development plan.

### Needs Related Directly to Instruction

_____ Planning, development and evaluation. Surveys adv. committee, occ. analysis	_____ Instructional planning. Develop units of instruction, prepare materials/learners.
_____ Platform skills/instructional execution/basic methods.	_____ Evaluating instruction. Assessing learner performance.
_____ Managing instruction. Budgeting, filing, inventory, records.	_____ Professional-Technical guidance. Gathering student data, providing information/education and careers.
_____ School-community relations. Public relations aspects.	_____ Establishing and maintaining a professional-technical student organization.
_____ Professional role development. Teaching profession, establishing a philosophy.	_____ Coordinating a cooperative professional-technical education program. Using CVE as a method.
_____ Implementing competency-based education. Materials and organization.	_____ Special needs students in professional-technical education program. How to teach and meet their needs.
_____ Assisting students in improving their basic skills. Communications and math.	_____ Computer applications in professional-technical education.
_____ Conferencing techniques. Planning for and conducting small/large conferences.	_____ Statistics. Reading, understanding, and utilizing statistical information.
_____ Human development. Theories of learning related to human growth and development.	_____ Multicultural students. Their needs and interests and how to relate to them.
_____ Research. How to read and use the information from research.	_____ Occupational upgrade.
_____ Laboratory management. Safety, layout of equipment, organizing student, maintenance.	_____
_____ Related area course work in:	_____
_____	_____
_____	_____

### Administrative/Supervisory/Master Teacher Needs

_____ Local program planning, development, and evaluation	_____ Coordination of professional-technical programs.
_____ Managing student recruitment and retention	_____ Administration and supervisors of professional-technical programs, curriculum development, managing CBVE.
_____ Appraising staff development needs and planning for staff development.	_____ Personnel and personnel affairs management.
_____ Business and financial management.	_____ Facilities planning and maintenance.
_____ Communication.	_____ Establishing linkages with industry.
_____ Research. How to conduct research and analyze and utilize findings.	_____ Supervisorship/foremanship